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20 FEB 1956

MEMORANDUM FOR: Executive Secretary, CIA Career Council

SUBJECT : Report on Individual Career Development Planning Program

REFERENCE : Your memo dated 9 February 1956, same subject

Herewith is the Office of Training Career Service report with the data set forth in the format requested in Paragraph 3 of referenced memorandum.

a. Attached is OTR Regulation 20-7 dated 14 October 1954, setting forth the Office of Training policy and procedures governing individual Career Development plans. Second attachment, Form #839, is the form used by supervisors to present individual plans to the OTR Career Service Board for approval. Also attached is OTR Regulation 20-9 which cites the policy for rotating instructors in the interest of effective career management.

b. A statement of procedures for the preparation, review, and approval of plans is contained in OTR Regulation 20-7; revisions are submitted annually on Form #839. The annual review of each plan by the OTR Career Service Board assures implementation.

c. (1) Number of plans currently completed and approved by the OTR Career Service Board:

(2) Number of plans currently in process:

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(3) Number scheduled for processing:

Note: At the end of calendar year 1955, Career Plans had been completed and approved for all OTR headquarters personnel except those individuals who entered on duty during that year. Commencing January 1956, all individuals will resubmit Career Plans for review by the OTR/CSB, according to the previously established schedule.

d. (1) All employees in the OTR Career Service are required to prepare plans. Employees in other Career Services will prepare plans to cover their tour of duty in the Office of Training. School and Staff Chiefs, and certain other senior officials so

EXCERPT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. IF \_\_\_\_\_  
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CLASS CHANGED TO: IS S. 02011  
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DATE: 23 1981 REVIEWER: \_\_\_\_\_

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designated to the DTR, submit their Career Plans directly to the Head of the Office of Training Career Service.

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(3) See above (2)

(4) (a) Each individual assigned to OTR prepares his initial Career Plan. This plan will be processed according to established procedure and presented to the CSB along with the plans of all other members of his School or Staff.

(b) Career Plans of ST designees physically assigned elsewhere in the Agency will be forwarded to the OTR/CSB for presentation at the next appropriate meeting.

(5) (a) A copy of an individual's plan, along with the decision of the OTR Career Service Board regarding such plan, is retained in the Personnel Section/OTR.

(b) While the School or Staff Chief concerned is responsible for implementing the plan of each individual, the Career Management Officer will assure execution and fulfillment of all such plans through periodic consultation with the appropriate School or Staff Chief.

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Acting Director of Training

Att: 3

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